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WARREN J. MCCORMACK
STATE FLEET MANAGER

MEMORANDUM

FROM: James Lever, Operations Team Leader
TO: Transportation Coordinators
DATE: January 22, 2007
SUBJECT: Motor Pool Utilization Calculator

The formula for calculating Motor Pool Utilization is as follows.

Days Used ÷ Days available

To calculate the days used, add the number of days each motor pool vehicle was used. That is, if you have five motor pool vehicles, and each of them was used 125 days of the year, that would add up to 625 days used. To get the number of days available, multiply the number of vehicles available in your motor pool by 240 (12 months at 20 work days each).

EXAMPLE:

Motor Pool cars: 5

Days Used: 125 each

Total Days Used: 625

Total Days Available: 1,200

$625 \div 1,200 = 52.08\%$ utilization rate

Call me with any questions or, if this concerns the Motor Vehicle Management Review, contact Jonathan Eason at 803-737-1239.